



**Philadelphia Regional Census Center  
Census 2010 Local Census Office Positions**

The Census Bureau is testing for the following positions:

**Call our TOLL FREE number to be scheduled for a test:**

**1-866-861-2010**

**Go to our website for additional information!**

**[www.2010censusjobs.gov](http://www.2010censusjobs.gov)**

**ENUMERATOR (Census Taker)**

Enumerators receive assignments which involve locating and listing households and conducting interviews with respondents, explaining the purpose of the census, asking questions as worded on census forms. Enumerators canvass an assignment area looking for every place where a person lives or could live. Enumerators may be assigned to follow up on coverage problems to determine if designated households, persons, or geographic areas were counted in the census and counted correctly. Enumerators meet with supervisor at specified times for reviewing and turning in work and receiving procedures and clarification of instructions. Maintain records of hours worked, units produced, miles driven, quality control results, and expenses incurred in the performance of duties. Enumerators are responsible for accurate, expeditious and completion of assignments. Enumerators may be required to participate in recruiting and testing activities.

**CREW LEADER ASSISTANT (CLA)**

Crew leader assistants conduct replacement training sessions for Enumerators, using verbatim training guides, instruct them in procedures of enumeration, acquaint enumerators with forms used in collecting data, reports required, etc., by means of classroom instructions, practice interviews, and on-the-job training in accordance with planned training programs. Crew leader assistants receive assignments which involve locating and listing households and conducting interviews with respondents, explaining the purpose of the census, asking questions as worded on census forms, and recording data on these forms. Crew Leader assistants canvass an assignment area looking for every place where a person lives or could live. Assign to follow up on coverage problems to determine if designated households, persons, or geographic areas were counted in the census and counted correctly. Crew leader assistants participate in administering the testing of job applicants for various positions in the LCO area. Meet with 3-8 Enumerators to assure that they are completely and accurately making entries on the assignment materials. Crew leader assistants assign work to Enumerators and transmit complete and acceptable materials to supervisor on a flow basis.

## **CREW LEADER (CL)**

Crew leaders notify selected Crew Leader Assistants or Enumerators when and where to report for group training. Crew leaders administer Oath of Office, appoint Crew Leader Assistant, Enumerators and assign identification cards. Conduct group training sessions for Enumerators, using verbatim training guides, and instructs them in procedures of enumeration, acquaints them with forms used in collecting data, reports required, etc., by means of classroom instructions, practice interviews, and on-the-job training in accordance with planned training programs. Crew Leaders meet regularly with (or contacts) approximately 3-10 Enumerators to assure they work and make satisfactory progress. Reviews and certifies daily payroll and progress reports and ensures that work is completed within established time schedules. Crew leaders review progress reports with supervisor, detailing progress and performance made in assigned area(s) and reporting on personal activities. Responsible for the timely review and submission certification of Enumerators payroll forms. Crew leaders participate in recruiting and testing activities, such as distributing flyers or scheduling and administering the testing of job applicants for various positions within the assigned boundaries of the temporary office.

## **RECRUITING ASSISTANT (RA)**

Recruiting assistants performs recruiting activities to ensure there is a sufficient pool of qualified applicants for temporary employment and applicants are tested for temporary census jobs within their designated area. Recruiting assistants distribute recruiting packets to state, local and tribal governments, local businesses, local public and state employment agencies, media outlets, community centers, religious groups and other appropriate sources to recruit for a variety of positions. Recruiting assistants distributes flyers at work job fairs and performs other similar recruiting activities to recruit local residents. RA conducts the testing sessions, scores the test, reviews application forms, and performs other tasks required in testing applicants. RA locates space for testing applicants, assuring that it meets specific criteria. Recruiting assistance set up testing room in an appropriate manner to allow for a testing and reception area.

## **FIELD OPERATIONS SUPERVISOR (FOS)**

Field Operation Supervisors oversee the activities of all field personnel. Field Operation Supervisors complete appointment processes for Crew Leaders, Crew Leader Assistants, Enumerators, and administers the Oath of Office, making trainees employees of the Census Bureau. Conduct individual and group training sessions for Crew Leaders using verbatim training guides in field operation procedures, supervision, and administrative responsibilities. Field Operation Supervisors make recommendations for selection and hiring and dismissals of Crew Leaders, Crew Leader Assistants, and Enumerators, and make requests for replacement of Crew Leaders, Crew Leader Assistants, and Enumerators. Field Operation Supervisors make assessments of trainees during sessions and make noncompetitive, temporary promotions. Field Operation Supervisors assist in determining Crew Leader districts, complete administrative forms, and handle supplies and training materials to Crew Leader, Crew Leader Assistants, and Enumerator training sites. Field Operation Supervisors review/certify payroll forms and monitor progress and performance of operations in his/her district and provides suggestions to Crew Leaders for improving production and performance to assure that field deadlines and quality standards are met. Field Operation Supervisors make recommendations for overtime for the Crew Leaders, Crew Leader Assistants, and Enumerators within their supervision. Supervise Crew Leaders during listing and enumeration operations. Field Operation Supervisors apply EEO principles in hiring practices, training, employee development, and utilization of employee skills. Periodically reviews the status of the EEO and takes steps to improve program.

## **CLERK**

Clerks perform a combination of clerical functions associated with office processing, field operations, recruiting, testing, personnel/payroll and various administrative operations designed to support office function. Clerical tasks require collection, control, reviews, processing, and reporting of personnel /payroll data and the administrative tasks supporting these functions. Clerks maintain accurate personnel files and records, position description files, manuals and instruction books. Clerical staff assists the preparation and processing of special time and cost reports, processing of accident forms, travel vouchers, and time and attendance records and preparing unemployment claim forms for separated employees. Clerks perform incidental typing of transmittals, letters, office records, and forms. Clerks assist in scheduling and administering the testing of job applicants for various positions. Clerks schedules test sessions and assist in monitoring sessions, scoring the tests, maintaining testing files, and reviewing application forms. Organizes and maintains office files and supplies.

## **OFFICE OPERATIONS SUPERVISOR (OOS)**

Office Operations Supervisor assist in the supervision of the day-to-day activities of the Office Clerks performing one or more of the following operations: pre-canvass correction, postal corrections, sorting, batching for transcription, questionnaire check-in, coverage edit, telephone follow-up, re-interview, questionnaire assistance, and coding. Office Operations Supervisors monitor payroll, personnel, inventory, recruiting, or supply management for LCO employees. Office Operations Supervisors oversee routine clerical tasks required in the collection, control, review, and reporting of personnel and payroll data. Maintain the flow and quality of completed work by monitoring work status and making adjustments to expedite production. Office Operation Supervisors report daily performance and progress of subordinates to supervisor. Office Operation Supervisors conduct recruitment affairs such as contacting communities, churches, formal organizations, state, and/or local employment offices, to publicize census job opportunities. Work with the assistant manager with the selection of qualified person(s) for each office clerk position, and assignment to specific office operations. Office Operations Supervisors are responsible for applying Equal Employment Opportunities (EEO) in the LCO Applies EEO principles in hiring practices training, employee development, and utilization of employee skills.